

Referrals  
7/9/19

# INTERNAL OPERATIONS STANDING COMMITTEE



CITY OF DETROIT  
OFFICE OF THE CFO  
OFFICE OF CONTRACTING AND  
PROCUREMENT

1008 COLEMAN A. YOUNG  
MUNICIPAL CENTER  
DETROIT, MICHIGAN 48226  
PHONE 313 • 224 • 4600  
FAX 313 • 628 • 1160

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July 3, 2019

HONORABLE CITY COUNCIL:

**RE: CITY COUNCIL RECESS from: Wednesday, July 24, 2019 through Tuesday, September 3, 2019**

Ordinance No. 15-00, Chapter 21, Article 3, requires the approval of your Honorable Body for the purchase of Goods and Services over the value of \$25,000, all Contracts for Personal Services, Renewals, or Extensions of Contracts, or the exercise of an option to renew or extend a Contract. Ordinance No. 37-14, Chapter 18, Article IV, requires approval of your Honorable Body of an application for a federal, state, or other grant to be used, in whole or in part to fund any City programs, services, or activities.

Based upon the above scheduled Recess, there will be a delay in obtaining your approval for needed Goods and Services, and Grant Applications and Awards. As a result, we will be unable to meet our obligation to obtain needed Goods and Services, approve Grant Applications and accept Grant Awards, for the user agencies, and they, in return, will be unable to meet their obligation to supply mandated services to the People of the City of Detroit.

Therefore, during the Recess, I request that your Honorable Body approve our purchase of Goods and Services requiring your Approval under Ordinance No. 15-00, and approve Grant Applications and accept Grant Awards requiring your approval under Ordinance No. 37-14, under provisions as follows:

- I. Weekly list of Contract Agenda Items, Grant Applications, and Grant Award Notifications, which are distributed by the Office of the City Clerk to Members of the City Council each Thursday, will be held through Wednesday of the following week.
- II. In the event any Council Member objects to the Contract or Purchase Order or the Grant Award the Contract; Contract or Grant award will be held either until formal action by the City Council or withdrawal of the objection by the objecting Council Member.

No Contract or Purchase Order shall be issued if a Protest has been filed, or if a Supplier has not obtained any required Tax clearances, Insurance, Affidavits, or Bonding.

**The first list under the Recess procedures will be prepared by the Office of Contracting and Procurement on Wednesday, July 24, 2019.**

Respectfully submitted,

Boysie Jackson  
Chief Procurement Officer  
Office of Contracting and Procurement

Ryan Friedrichs  
Chief Development Officer  
Office of Development and Grants

cc: Dave Massaron, Chief Financial Officer  
Hakim Berry, Senior Advisor to the Mayor  
Lawrence Garcia, Corporation Counsel  
Lena Willis, Deputy Chief Procurement Officer  
Ryan Friedrichs, Chief Development Officer  
Stephanie Washington, Mayors Office Liaison to City Council  
Gary Brown, Director, DWSD Group  
Katherine Hammer, Chief Deputy Financial Officer

KATHERINE HAMMER  
on behalf of Ryan  
Friedrichs



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OFFICE OF THE CFO  
OFFICE OF CONTRACTING AND  
PROCUREMENT

1008 COLEMAN A. YOUNG  
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DETROIT, MICHIGAN 48226  
PHONE 313 • 224 • 4600  
FAX 313 • 628 • 1160

July 9, 2019

BY COUNCILMEMBER: \_\_\_\_\_

RESOLVED, that the Chief Procurement Officer of the Office of Contracting and Procurement is hereby authorized to purchase goods and services, requiring City Council approval under Ordinance 15-00, , as well as accept for submission to your Honorable Body Grant Application Request, and Grant Award Acceptance Requests under Ordinance 37-14 during the period of the City Council Recess from **July 24 through September 3, 2019** in accordance with the foregoing communication, based upon the weekly distribution of a list of Contract Agenda Items by the Office of the City Clerk.



CITY OF DETROIT  
LAW DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 500  
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PHONE 313•224•4550  
FAX 313•224•5505  
WWW.DETROITMI.GOV

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Date: July 3, 2019

To: Honorable City Council

From: Law Department

Re: State of Michigan Quarterly Risk Management Report Pursuant to Section 18-8-24,  
*Appropriations, quarterly reports*, of the 1984 Detroit City Code.

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The Law Department has submitted a privileged and confidential memorandum regarding the above-referenced matter. Please submit this item for referral so that Council may consider any action that is necessary.



CITY OF DETROIT  
LAW DEPARTMENT

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Date: July 3, 2019

To: Honorable City Council

From: Law Department

Re: Law Department Report on MVA Settlements as authorized by resolution of the Detroit City Council.

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The Law Department has submitted a privileged and confidential memorandum regarding the above-referenced matter. Please submit this item for referral so that Council may consider any action that is necessary.



CITY OF DETROIT  
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June 28, 2019

**HONORABLE CITY COUNCIL**

RE: Washington, Jr., Eugene v COD, Richard Danescu and Wallace Richards  
Case No: 18-10799  
File No: L18-00150(EVK)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **THIRTY-FIVE THOUSAND DOLLARS and NO/Cents (\$35,000.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **THIRTY-FIVE THOUSAND DOLLARS and NO/Cents (\$35,000.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to **Eugene Washington Jr. and Christopher Trainor & Associates, his attorney**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-10799, approved by the Law Department.

Respectfully submitted,

*Edward V. Keelean*  
Supervising Assistant Corporation Counsel

APPROVED: **JUN 28 2019**  
LAWRENCE T. GARCIA  
Corporation Counsel

BY: *Krystal A. Crittenden*  
**Krystal A. Crittenden**  
Supervising Assistant Corporation Counsel

Attachments

R E S O L U T I O N

BY COUNCIL MEMBER \_\_\_\_\_ :

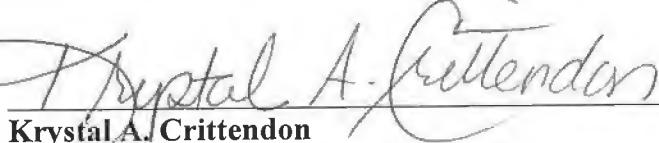
**RESOLVED**, that settlement of the above matter be and is hereby authorized in the amount of **THIRTY-FIVE THOUSAND DOLLARS and NO/Cents (\$35,000.00)**; and be it further

**RESOLVED**, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of **Eugene Washington Jr. and Christopher Trainor & Associates, his attorney**, in the amount of **THIRTY-FIVE THOUSAND DOLLARS and NO/Cents (\$35,000.00)** in full payment for any and all claims which Eugene Washington Jr. may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about 3/14/2017, and otherwise set forth in Case No.18-10799, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No.18-10799 and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

**APPROVED:**

LAWRENCE T. GARCIA  
Corporation Counsel

BY:

  
Krystal A. Crittenden  
Supervising Assistant Corporation Counsel

Approved by City Council: \_\_\_\_\_

Approved by the Mayor: \_\_\_\_\_



CITY OF DETROIT  
LAW DEPARTMENT

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July 2, 2019

## HONORABLE CITY COUNCIL

RE: Vital Community Care (Corey Calhoun) v City of Detroit  
Case No: 18-180479-GC  
File No: L19-00016 (RG)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Four Thousand Dollars and NO/Cents (\$4,000.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Four Thousand Dollars and <sup>NO</sup>/Cents (\$4,000.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to **Vital Community Care** and his attorneys, **THE DOLLAR LAW FIRM PLLC**, in the amount of **Four Thousand Dollars and <sup>NO</sup>/Cents (\$4,000.00)** to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-180479-GC, approved by the Law Department.

Respectfully submitted,

Raymond Garant  
Assistant Corporation Counsel

APPROVED: JUL 02 2019

LAWRENCE GARCIA  
Corporation Counsel

BY:

James D. Noseda  
Supervising Assistant Corporation Counsel

## Attachments

SEARCHED INDEXED SERIALIZED FILED 3 JUL 3 1968

**R E S O L U T I O N**

**BY COUNCIL MEMBER** \_\_\_\_\_ :

**RESOLVED**, that settlement of the above matter be and is hereby authorized in the amount of **Four Thousand Dollars and <sup>NO/Cents</sup> (\$4,000.00)**; and be it further

**RESOLVED**, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of **Vital Community Care** and his attorney, **THE DOLLAR LAW FIRM PLLC**, in the amount of **Four Thousand Dollars and <sup>NO/Cents</sup> (\$4,000.00)** in full payment for any and all claims which Vital Community Care (as Assignee of Corey Calhoun) may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about December 11, 2017, and that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No. 18-180479-GC, approved by the Law Department.

**APPROVED:**

LAWRENCE GARCIA  
Corporation Counsel

BY: \_\_\_\_\_

James D. Noseda  
Supervising Assistant Corporation Counsel

Approved by City Council: \_\_\_\_\_

Approved by the Mayor: \_\_\_\_\_



CITY OF DETROIT  
LAW DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 500  
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July 2, 2019

**HONORABLE CITY COUNCIL**

RE: Merlean Thomas v Damond Markee Jackson and City of Detroit  
Case No: 18-004721-NI  
File No: L18-000333 (RG)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Eight Thousand Dollars and NO/Cents (\$8,000.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Eight Thousand Dollars and NO/Cents (\$8,000.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to **Merlean Thomas** and her attorneys, **ROTHSTEIN LAW GROUP PLC**, in the amount of **Eight Thousand Dollars and NO/Cents (\$8,000.00)** to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-004721-NI, approved by the Law Department.

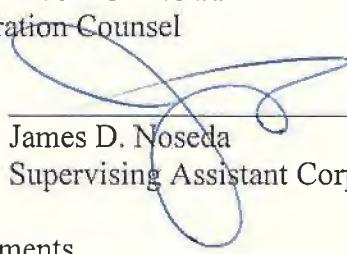
Respectfully submitted,

Raymond Garant  
Assistant Corporation Counsel

**APPROVED: JUL 02 2019**

LAWRENCE GARCIA  
Corporation Counsel

BY:

  
James D. Noseda  
Supervising Assistant Corporation Counsel

Attachments

**R E S O L U T I O N**

BY COUNCIL MEMBER \_\_\_\_\_ :

**RESOLVED**, that settlement of the above matter be and is hereby authorized in the amount of **Eight Thousand Dollars and <sup>NO</sup>/Cents (\$8,000.00)**; and be it further

**RESOLVED**, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of **Merlean Thomas** and her attorney, **Rothstein Law Group PLC**, in the amount of **Eight Thousand Dollars and <sup>NO</sup>/Cents (\$8,000.00)** in full payment for any and all claims which Merlean Thomas may have against the City of Detroit and Damond Markee Jackson and any other City of Detroit employees by reason of alleged injuries sustained on or about December 21, 2016, and that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No. 18-004721-NI, approved by the Law Department.

**APPROVED:**

LAWRENCE GARCIA  
Corporation Counsel

BY: \_\_\_\_\_

James D. Noseda  
Supervising Assistant Corporation Counsel

Approved by City Council: \_\_\_\_\_

Approved by the Mayor: \_\_\_\_\_



## LAW DEPARTMENT

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 500  
Detroit, Michigan 48226-3437

Phone 313•224•4550  
Fax 313•224•5505  
[www.detroitmi.gov](http://www.detroitmi.gov)

July 2, 2019

## **HONORABLE CITY COUNCIL**

RE: Warwick, Robin v City of Detroit and Julia Harris and Devonte Wheatley  
Case No: 17-016552-NI  
File No: L17-00795(RG)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Thirty-Five Thousand Dollars and NO/Cents (\$35,000.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Thirty-Five Thousand Dollars and NO/Cents (\$35,000.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to Robin Warwick and **her** attorney, Joseph R. Lobb, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 17-016552-NI, approved by the Law Department.

Respectfully submitted,  
  
Raymond Garant  
Assistant Corporation Coun

APPROVED: JUL 02 2019

LAWRENCE GARCIA  
Corporation Counsel

BY:

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**James D. Noseda**  
Supervising Assistant Corporation Counsel

## Attachments

**R E S O L U T I O N**

**BY COUNCIL MEMBER** \_\_\_\_\_ :

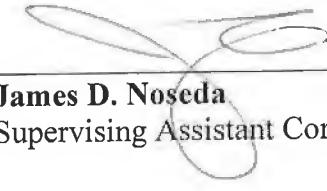
**RESOLVED**, that settlement of the above matter be and is hereby authorized in the amount of **Thirty-Five Thousand Dollars and NO/Cents (\$35,000.00)**; and be it further

**RESOLVED**, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of Robin Warwick and **her** attorney, Joseph R. Lobb, in the amount of **Thirty-Five Thousand Dollars and NO/Cents (\$35,000.00)** in full payment for any and all claims which Robin Warwick may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about 08/10/2017, and otherwise set forth in Case No. 17-016552-NI, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No. 17-016552-NI and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

**APPROVED:**

LAWRENCE GARCIA  
Corporation Counsel

BY: \_\_\_\_\_

  
**James D. Noseda**  
Supervising Assistant Corporation Counsel

Approved by City Council: \_\_\_\_\_

Approved by the Mayor: \_\_\_\_\_



## LAW DEPARTMENT

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 500  
Detroit, Michigan 48226-3437

Phone 313•224•4550  
Fax 313•224•5505  
[www.detroitmi.gov](http://www.detroitmi.gov)

July 2, 2019

## HONORABLE CITY COUNCIL

RE: Esmond, Jacqueline v COD  
Case No: 18-013540-NF  
File No: L18-00679(PH)

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **Ten Thousand Dollars and NO/Cents (\$10,000.00)** is in the best interest of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **Ten Thousand Dollars and NO/Cents (\$10,000.00)** and that Your Honorable Body direct the Finance Director to issue a draft in that amount payable to **Jacqueline Esmond** and her attorney, **James R. Lilly, Esq.**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-013540-NF, approved by the Law Department.

Respectfully submitted,

### Assistant Corporation Counsel

APPROVED: JUL 02 2019

APPROVED:  
LAWRENCE GARCIA  
Corporation Counsel

BY: Kristal A Pittendorf

**Krystal A. Crittendon**  
Supervising Assistant Corporation Counsel

## Attachments

**R E S O L U T I O N**

BY COUNCIL MEMBER \_\_\_\_\_ :

**RESOLVED**, that settlement of the above matter be and is hereby authorized in the amount of **Ten Thousand Dollars and NO/Cents (\$10,000.00)**; and be it further

**RESOLVED**, that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of Jacqueline Esmond and her attorney, **James R. Lilly Esq.**, in the amount of **Ten Thousand Dollars and NO/Cents (\$10,000.00)** in full payment for any and all claims which **Jacqueline Esmond** may have against the City of Detroit and any other City of Detroit employees by reason of alleged injuries sustained on or about 10/16/2017, and otherwise set forth in Case No.18-013540-NF, that said amount be paid upon receipt of properly executed Releases, Stipulation and Order of Dismissal entered in Lawsuit No.18-013540-NF and, where deemed necessary by the Law Department a properly executed Medicare/CMS Final Demand Letter.

**APPROVED:**

LAWRENCE GARCIA  
Corporation Counsel

BY:

*Krystal A. Crittenden*  
Krystal A. Crittenden  
Supervising Assistant Corporation Counsel

Approved by City Council: \_\_\_\_\_

Approved by the Mayor: \_\_\_\_\_



CITY OF DETROIT  
LAW DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 500  
DETROIT, MICHIGAN 48226-3437  
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July 3, 2019

**HONORABLE CITY COUNCIL**

**RE: Mario Neal v City of Detroit and Ari Tosqui**  
**CASE NO.: 18-010268-CD**  
**FILE NO.: W18-00151**

On June 25, 2019, a case evaluation panel evaluated the above-captioned lawsuit and awarded **FIVE THOUSAND DOLLARS (\$5,000.00)** in favor of Plaintiff. The parties have until Tuesday, July 23, 2019, to either accept or reject the case evaluation. Failure to file a written acceptance or rejection within this period constitutes a rejection.

Based upon our review of the facts and particulars of this lawsuit, which are set forth in a confidential memorandum that is being separately hand-delivered to each member of Your Honorable Body, it is our considered opinion that acceptance of the case evaluation award is in the best interest of the City of Detroit.

We, therefore, request Your Honorable Body to authorize acceptance of the case evaluation award; and, in the event that Plaintiff accepts the award, to deem such acceptance as a settlement and to direct the Finance Director to issue a draft in the amount of **FIVE THOUSAND DOLLARS (\$5,000.00)** payable to **Mario Neal and Robinson & Associates PC, his attorney**, to be delivered upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. **18-010268-CD**, approved by the Law Department.

Respectfully submitted,

*/s/Tiffany Boyd*  
Tiffany Boyd  
Assistant Corporation Counsel

**APPROVED:**

LAWRENCE T. GARCIA  
Corporation Counsel

BY:

*Jane Adams*  
Jane Adams  
Chief Administrative Corporation Counsel

Attachments

20190703142245933  
CITY OF DETROIT

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**RESOLUTION**

BY COUNCIL MEMBER \_\_\_\_\_:

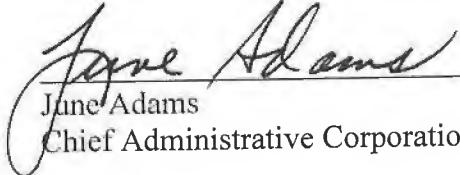
**RESOLVED**, that the Law Department is hereby authorized to accept the case evaluation in the amount of **FIVE THOUSAND DOLLARS (\$5,000.00)** in the case of **Mario Neal v City of Detroit and Aric Tosqui**, Wayne County Circuit Court Case No. 18-010268-CD; and be it further

**RESOLVED**, that in the event Plaintiff accepts the case evaluation, that such acceptance is deemed a settlement, and that the Finance Director be and is hereby authorized and directed to draw a warrant upon the proper account in favor of **Mario Neal and Robinson & Associates PC, his attorney**, in the amount of **FIVE THOUSAND DOLLARS (\$5,000.00)** in full payment of any and all claims which plaintiff may have against the City of Detroit and Aric Tosqui by reason of alleged damages, and that said amount be paid upon receipt of properly executed Releases and Stipulation and Order of Dismissal entered in Lawsuit No. 18-010268-CD, approved by the Law Department.

**APPROVED:**

LAWRENCE T. GARCIA  
Corporation Counsel

BY:

  
\_\_\_\_\_  
June Adams  
Chief Administrative Corporation Counsel



CITY OF DETROIT  
LAW DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER  
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June 19, 2019

**HONORABLE CITY COUNCIL**

**RE: Edward Slappy vs City of Detroit  
Civil Action Case No: 19-000150-NO**

Representation by the Law Department of the City employees or officers listed below is hereby announced, and we concur with the recommendation of the Head of the Department and believe that the City Council should find and determine that the suit against the Defendant arises out of or involves the performance in good faith of the official duties of such Defendant. We further recommend that the City undertake to indemnify the Defendant if there is an adverse judgment. We, therefore, recommend a "YES" vote on the attached resolution. Copies of the relevant documents are submitted under separate cover.

Employee(s) or Officer(s) requesting representation:

**P.O. Eric Bromley**

Respectfully submitted,

Douglas Baker, Chief of Criminal  
Enforcement and Quality of Life

APPROVED:

BY: *Lawrence T. Garcia*

LAWRENCE T. GARCIA  
CORPORATION COUNSEL

DB/sb

Attachments

## RE S O L U T I O N

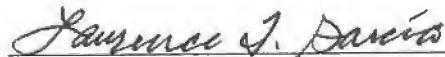
By Council Member :

**RESOLVED**, that the Law Department is hereby authorized under Section 13-11-1 et seq. of the Municipal Code of the City of Detroit and in accordance with the foregoing communication to provide legal representation and indemnification to the following Employees or Officers in the lawsuit **Edward Slappy vs City of Detroit, Civil Case No. 19-000150-NO.**

**P.O. Eric Bromley**

APPROVED:

BY:



LAWRENCE T. GARCIA  
CORPORATION COUNSEL



CITY OF DETROIT  
LAW DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER  
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June 10, 2019

**HONORABLE CITY COUNCIL**

**RE: Merlean Thomas vs City of Detroit  
Civil Action Case No: 18-004721-NI**

Representation by the Law Department of the City employees or officers listed below is hereby announced, and we concur with the recommendation of the Head of the Department and believe that the City Council should find and determine that the suit against the Defendant arises out of or involves the performance in good faith of the official duties of such Defendant. We further recommend that the City undertake to indemnify the Defendant if there is an adverse judgment. We, therefore, recommend a "YES" vote on the attached resolution. Copies of the relevant documents are submitted under separate cover.

Employee(s) or Officer(s) requesting representation:

**TEO Diamond Markee Jackson**

Respectfully submitted,

Douglas Baker, Chief of Criminal  
Enforcement and Quality of Life

APPROVED:

BY:

LAWRENCE T. GARCIA  
CORPORATION COUNSEL

DB/sb

Attachments

## RE S O L U T I O N

By Council Member :

**RESOLVED**, that the Law Department is hereby authorized under Section 13-11-1 et. seq. of the Municipal Code of the City of Detroit and in accordance with the foregoing communication to provide legal representation and indemnification to the following Employees or Officers in the lawsuit **Merlean Thomas vs City of Detroit, Civil Case No. 18-004721-NI**.

**TEO Diamond Markee Jackson**

APPROVED:

BY:   
LAWRENCE T. GARCIA  
CORPORATION COUNSEL

# City of Detroit

Janice M. Winfrey  
*City Clerk*

OFFICE OF THE CITY CLERK

Caven West  
*Deputy City Clerk/Chief of Staff*

14

July 2, 2019

Honorable City Council

**RE: Petition No. 975: The Greater Detroit Realist Association (GDRA)** – a nonprofit organization, requests a resolution from your Honorable Body in support of a charitable gaming license.

On this date, your Honorable Body referred the above petition to this office for investigation. Petitioner wishes to be recognized as a nonprofit organization operating in the community for purposes of obtaining a gaming license from the Bureau of State Lottery.

Be advised that the organization meets the criteria for such recognition as established by the city Council on May 15, 2012.

Therefore, approval of this petition is recommended and an appropriate resolution is attached.

Respectfully submitted,

Janice M. Winfrey

JMW:cj

## RESOLUTION

By Council Member: \_\_\_\_\_

Whereas, The Greater Detroit Realist Association (440 Burroughs, Suite 655, Detroit, Michigan 48202) requests for recognition as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license from the State of Michigan, and

Whereas, the organization meets the criteria for such recognition as established by the City Council on May 15, 2012.

Therefore Be it Resolved, the Detroit City Council recognizes The Greater Detroit Realist Association (440 Burroughs, Suite 655, Detroit, Michigan 48202) as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license from the Bureau of State Lottery.

# City of Detroit

Janice M. Winfrey  
*City Clerk*

OFFICE OF THE CITY CLERK

Caven West  
*Deputy City Clerk/Chief of Staff*

OFFICE OF THE  
DETROIT CITY CLERK  
2019 JUL -2 P 1:21

## DEPARTMENTAL REFERENCE COMMUNICATION

*Tuesday, July 2, 2019*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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CITY CLERK

**975** *The Greater Detroit Realist Association (GDRA), request resolution from your Honorable Body a charitable gaming license*

CINCINNATI OH 45999-0038

In reply refer to: 0248219434  
May 10, 2019 LTR 4168C 0  
26-4078946 000000 00  
00017556  
BODC: TE

  
GREATER DETROIT REALTIST  
ASSOCIATION  
% HAYWARD LITTLE PRES  
440 BURROGHS ST SUITE 655  
DETROIT MI 48202-3429

38384

Employer ID number: 26-4078946  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated May 01, 2019, about your tax-exempt status.

We issued you a determination letter in June 2014, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(6).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

July 1, 2019

### Request for Charitable Gaming License-Bingo

This letter serves as a request for a Charitable Gaming Bingo License to be issued on behalf of The Greater Detroit Realist Association (GDRA) scheduled for Friday, August 2<sup>nd</sup>, 2019 at 7-11pm. This event will take place at 19410 Livernois Ave. Detroit, Mi 48221. Submitted earlier was an application, along with other supporting documents for City Councils Review and approval. Hopefully this matter can be expedited promptly. Any questions or concerns, please advise.

Respectfully Submitted,

Ron Bartell

Treasurer

Greater Detroit Realist Association

## QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

### 1. ORGANIZATION INFORMATION

Organization Name <b>GREATER DETROIT REALTIST ASSOCIATION</b>			
Organization Physical Street Address <b>440 BURROUGHS SUITE 655</b>			
City <b>DETROIT</b>	State <b>MI</b>	Zip Code <b>48202</b>	County <b>WAYNE</b>
Organization Mailing Address <b>440 BURROUGHS SUITE 655</b>			
City <b>DETROIT</b>	State <b>MI</b>	Zip Code <b>48202</b>	County <b>WAYNE</b>
Organization Telephone Number <b>(313) 215-5686</b>			

### 2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization. **THE PURPOSE OF GREATER DETROIT REALTIST ASSOCIATION IS TO PROMOTE FAIR HOUSING AND HELP EDUCATE THE PUBLIC CONCERNING NEW LAWS AND POLICIES AS THEY IMPACT THE REAL ESTATE INDUSTRY AND GENERAL PUBLIC.**

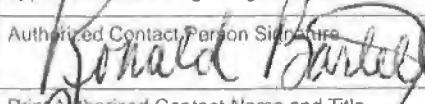
### 3. LICENSE APPLICATION

Enclosed is a completed application and fee for a  Bingo  Raffle  Charity Game Ticket license  
 Make checks payable to STATE OF MICHIGAN.

### 4. AUTHORIZED CONTACT PERSON

First Name <b>RONALD</b>	Last Name <b>BARTELL</b>	Position/Role with Organization <b>TREASURER</b>
Mailing Address <b>45576 S. STONEWOOD RD</b>		City <b>CANTON</b>
State <b>MI</b>	Zip Code <b>48187</b>	Telephone Number (Day) <b>(313) 468-3456</b>
		Telephone Number (Evening) <b>(734) 228-5138</b>

By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.

Authorized Contact Person Signature 	Date <b>6-9-19</b>
Print Authorized Contact Name and Title <b>RONALD BARTELL</b> <b>TREASURER</b>	

### 5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





# BINGO LICENSE APPLICATION PART 1

For Bureau Use Only

PLEASE PRINT OR TYPE IN BLUE OR BLACK INK

ORGANIZATION INFORMATION	1. Organization Name <b>GREATER DETROIT REALTIST ASSOCIATION</b>	2. Organization ID Number or Last License Number Issued <b>26-4078946</b>			
	3. Organization Address <b>440 BURRAGHTS SUITE 655</b>	City <b>DETROIT</b>	State <b>MI</b>	ZIP Code <b>48202</b>	
	4. Mailing Address, if different	City	State	ZIP Code <b>WAYNE</b>	
	5. Organization Telephone Number <b>(313) 215-5686</b>	6. Contact Person <b>MIRANDA MORROW</b>	7. Contact Person's Telephone Number <b>(313) 215-5686</b>		
	8. Is your organization a candidate committee, political committee, political party committee, ballot question committee, independent committee or any other committee as defined by, and organized pursuant to, the Michigan Campaign Finance Act 388 of the Public Acts of 1976, as amended, being sections 169.201 to 169.282 of the Michigan Compiled Laws?		9. Has your organization received contributions or made expenditures of \$500 or more in the last calendar year for the purpose of influencing or attempting to influence the action of voters for or against the nomination or election of a candidate, or the qualification, passage, or defeat of a ballot question?		
	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No		

ORGANIZATION OFFICERS	10. List name, title, home address, and telephone numbers of principal officer, e.g., president, grand knight, worthy matron, etc., and other officers of the organization. (Attach additional sheets if necessary.)		
	Name and Title <b>MIRANDA MORROW</b>	Street, City, State, ZIP Code <b>17384 PARKSIDE</b>	Telephone Numbers Day <b>(313) 215-5686</b>
	Title <b>PRESIDENT</b>	Evening ( )	
	Name <b>FAYE BAKER</b>	Day <b>(313) 283-3029</b>	
	Title <b>VICE-PRESIDENT</b>	Evening ( )	
	Name <b>RONALD BARTELL</b>	Day <b>(313) 468-3456</b>	
	Title <b>TREASURER</b>	Evening <b>(734) 228-5138</b>	
	Name	Day ( )	
	Title	Evening ( )	

SIGNATURE	11. Type of license and fee (check one)		
	<input checked="" type="checkbox"/> \$150 Large Bingo	<input type="checkbox"/> \$55 Small Bingo	Make checks payable to: STATE OF MICHIGAN
	12. I CERTIFY that I am at least 18 years of age, the organization applying is a NONPROFIT organization, I have examined this application and there is no misrepresentation or falsification in the information stated or attached, and the facts underlying our original qualification status remain unchanged. I FURTHER CERTIFY that I am aware that false or misleading statements will be cause for rejection of this application or revocation of the right to obtain any future licenses and I AM AWARE OF AND AGREE TO the conditions of Act 382 of the Public Acts of 1972, as amended, and the rules and directives of the Michigan Bureau of State Lottery.		
Signature of the PRINCIPAL officer, e.g., president, grand knight, worthy matron, etc. NOTE: Executive director signature not acceptable.			
Signature 	Print Name <b>Miranda Morrow</b>	Title <b>President</b>	Date <b>6/9/19</b>

PLEASE MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS



DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
NONPROFIT CORPORATION ANNUAL REPORT

2018

Due October 1, 2018 File Online at [www.michigan.gov/corpfileonline](http://www.michigan.gov/corpfileonline)

Identification Number <b>801999490</b>	Corporation name <b>GREATER DETROIT REALIST ASSOCIATION</b>
Resident agent name and mailing address of the registered office  <b>HAYWARD E LITTLE JR 440 BURROUGHS ST SUITE 655 DETROIT, MI 48202</b>	
<b>FILED</b>  <b>APR 01 2019</b> <b>CORPORATIONS DIVISION</b>	
The address of the registered office  <b>440 BURROUGHS ST SUITE 655 DETROIT, MI 48202</b>	

TranInfo:3 2355-840-1 03/20/19  
 Chk#: 1359 Amt: \$20.00  
 ID: 801999490

If no change in the address of the registered office and/or resident agent proceed to Item 4.

1 Mailing address of registered office in Michigan if changed (may be a P O Box)	2 Resident Agent if changed <b>Minerda Morrow</b>
3 The address of the registered office in Michigan if changed (a P O Box may not be designated as the address of the registered office)	
4 The purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report  <b>Real Estate Trade Association</b>	
5 NAME and BUSINESS OR RESIDENCE ADDRESS	
President If different than President Secretary Treasurer	<b>Minerda Morrow 440 Burroughs st suite 655, Det Mi 48202</b> <b>L.Renae Johnson 440 Burroughs st suite 655, Det Mi 48202</b> <b>Ronald Bartell Sr. 440 Burroughs st, suite 655, Det Mi 48202</b>
If the corporation is a private foundation or formed to provide care to a dentally underserved population, check the following box If box is checked the board shall consist of 1 or more directors. The board of all other corporations shall consist of 3 or more directors <input type="checkbox"/>	
Required Director(s)	<b>Hayward E. Little Jr - 440 Burroughs st suite 655, Det Mi</b> <b>Lolita Haley 440 Burroughs st, suite 655, Det Mi 48202</b> <b>Mark Jefferson 404 Burroughs st, suite 655, Det Mi 48202</b>
6 Report due October 1, 2018.  <b>Filing Fee \$20.00.</b>	
File Online at <a href="http://www.michigan.gov/corpfileonline">www.michigan.gov/corpfileonline</a> or mail your completed report with a check or money order payable to the State of Michigan Return to: Corporations Division P O Box 30767 Lansing, MI 48909 (517) 241-6470	
Signature of authorized officer or agent  President      Date <b>3/10/19</b> Phone (Optional) <b>313-215-5686</b>	

If more space is needed additional pages may be included. Do not staple any items to report. This report is required by Section 911 Act 162 Public Acts of 1982 as amended. Failure to file this report may result in the dissolution of the corporation.

DO NOT DETACH THIS STUB

Identification Number 801999490

Corporation Name GREATER DETROIT REALIST ASSOCIATION

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**  
**FILING ENDORSEMENT**

*This is to Certify that the CERTIFICATE OF AMENDMENT - CORPORATION*

*for*

**GREATER DETROIT REALIST ASSOCIATION**

**ID NUMBER: 70483K**

*received by facsimile transmission on February 19, 2015 is hereby endorsed.*

*Filed on February 23, 2015 by the Administrator.*

***This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.***



*In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 23rd day of February, 2015.*

***Alan J. Schefke, Director  
Corporations, Securities & Commercial Licensing Bureau***

*Sent by Facsimile Transmission*

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**  
**BUREAU OF COMMERCIAL SERVICES**

Date Received	
---------------	--

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name Griffin & Associates PC	Enrique R Griffin, Esq.	
Address 24725 W 12 Mile Rd., Suite 110		
City Southfield	State Michigan	ZIP Code 48034

EFFECTIVE DATE:

→ Document will be returned to the name and address you enter above.  
 If left blank, document will be returned to the registered office. ←

**CERTIFICATE OF AMENDMENT TO THE ARTICLES OF INCORPORATION**

For use by Domestic Profit and Nonprofit Corporations  
 (Please read information and instructions on the last page)

Pursuant to the provisions of Act 284, Public Acts of 1972, (profit corporations), or Act 162, Public Acts of 1982 (nonprofit corporations), the undersigned corporation executes the following Certificate:

1. The present name of the corporation is:

OAKLAND COUNTY REAL ESTATE BROKERS ASSOCIATION

2. The identification number assigned by the Bureau is:

70483K

3. Article 1 of the Articles of Incorporation is hereby amended to read as follows:

GREATER DETROIT REALIST ASSOCIATION

**6. Nonprofit corporation only: Member, shareholder, or board approval**

The foregoing amendment to the Articles of Incorporation was duly adopted on the 26<sup>th</sup> day of  
Sept 2014 by the (check one of the following)

**Member or shareholder approval for nonprofit corporations organized on a membership or share basis**

members or shareholders at a meeting in accordance with Section 611(2) of the Act.

written consent of the members or shareholders having not less than the minimum number of votes required by statute in accordance with Section 407(1) and (2) of the Act. Written notice to members or shareholders who have consented in writing has been given. (Note: Written consent by less than all of the members or shareholders is permitted only if such provision appears in the Articles of Incorporation.)

written consent of all the members or shareholders entitled to vote in accordance with section 407(3) of the Act.

**Directors (Only If the Articles state that the corporation is organized on a directorship basis)**

directors at a meeting in accordance with Section 611(2) of the Act.

written consent of all directors pursuant to Section 525 of the Act.

**Nonprofit Corporations**

Signed this 16 day of February, 2015

By Rebecca J. Daniels  
(Signature of President, Vice-President, Chairperson or Vice-Chairperson)

Rebecca J. Daniels  
(Type or Print Name)

President

(Type or Print Title)



## LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_.

APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yea: \_\_\_\_\_

Yea: \_\_\_\_\_

Nay: \_\_\_\_\_

Nay: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and  
adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.  
PENALTY: Possible denial of application  
BSL-CG-1153(R8/09)



## BINGO LICENSE APPLICATION PART 2

For Bureau Use Only

PLEASE PRINT OR TYPE IN BLUE OR BLACK INK.

<b>O I N F O R M A T I O N</b>  <b>L I C E N S E I N F O R M A T I O N</b>	1. Organization Name  <b>GREATER DETROIT REALTIST ASSOCIATION</b>	2. Organization ID Number  <b>26-4018946</b>
	3. License Mailing Address  <b>440 BURROUGHS SUITE 655</b>	State  <b>MI</b>
City  <b>DETROIT</b>		

<b>I N F O R M A T I O N</b>	4. Requested start date:	5. Bingo equipment:  <input type="checkbox"/> Own <input type="checkbox"/> Included in hall rental agreement <input checked="" type="checkbox"/> Intend to purchase	
	6. Bingo game location: (check one)  <input type="checkbox"/> Own location <input checked="" type="checkbox"/> Related organization's facility (no rent) <input type="checkbox"/> Rental hall - (submit rental agreement)  Hall ID Number _____	7. (1) Supplier Name  <b>WHOLESALE BINGO SUPPLIES 3510 SCHOLE DR JACKSON, MI 49202</b>	ID Number
8. Location where bingo will be conducted: (building name, if any)  <b>19410 LIVERNOIS AVE</b>	9. Weekly rental amount:	10. Day of the week bingo will be conducted:  <b>WED, FRI, AND SATURDAY</b>	
Street Address  <b>19410 LIVERNOIS AVE</b>		11. Time bingo will be conducted (must be between the hours of 8 a.m. - 2 a.m.):  <b>10:00</b> (a.m./p.m.) to <b>11:00</b> (a.m./p.m.)	
City  <b>DETROIT</b>	ZIP Code  <b>48221</b>	County  <b>WAYNE</b>	
12. If your organization will not conduct bingo each week, attach a list of scheduled playing dates. If you cancel seasonally, submit the dates you plan to cancel and start again.			

<b>C H A I R P E R O S O N (S)</b>	13. List name, home address, and telephone numbers of persons in charge of bingo. Must be member for 6 months. If more than 3 chairpersons, attach additional list.		
	Bingo Chairperson(s)  <b>ETOYA WILLIAMS</b>	Street, City, State, ZIP Code  <b>42959 DRIFTWOOD DR STERLING HEIGHTS, MI 48313</b>	Telephone Numbers  Day <b>(313) 318-4909</b> Evening <b>( )</b>
	Name  <b>TENNITIA WILSON</b>	Street, City, State, ZIP Code  <b>8464 W. OUTER DR. DETROIT, MI 48219</b>	Telephone Numbers  Day <b>(313) 433-0544</b> Evening <b>( )</b>
	Name  <b>DENISE BEAUREGARD</b>	Street, City, State, ZIP Code  <b>43505 GATEHOUSE CT CANTON, MI 48187</b>	Telephone Numbers  Day <b>(313) 418-7906</b> Evening <b>( )</b>

<b>S I G N A T U R E</b>	14. I CERTIFY that I am at least 18 years of age, the organization applying is a NONPROFIT organization, I have examined this application and there is no misrepresentation or falsification in the information stated or attached, and the facts underlying our original qualification status remain unchanged. I FURTHER CERTIFY that I am aware that false or misleading statements will be cause for rejection of this application or revocation of the right to obtain any future licenses and I AM AWARE OF AND AGREE TO the conditions of Act 382 of the Public Acts of 1972, as amended, and the rules and directives of the Michigan Bureau of State Lottery.		
	Signature of the PRINCIPAL officer, e.g., president, grand knight, worthy matron, etc. NOTE: Executive director signature not acceptable.  Signature Print Name <b>Miranda Morrow</b>		
	Title  <b>President</b>	Date  <b>6/9/19</b>	

PLEASE MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS



COMPLETION Required for licensure  
PENALTY: No license will be issued.



## LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, millionaire party, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c)

OR

copies of one bank statement per year for the previous five years, excluding the current year.

4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert:
  - A. If exempt under 501(c)3, to another 501(c)3 organization.
  - B. If not exempt under 501(c)3, to the local government.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines a local civic organization as an organization "that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property shall revert to the benefit of the local governmental subdivision that granted the resolution upon dissolution of the organization."





**Human Resources**  
ADMINISTRATION

15

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 316  
Detroit, Michigan 48226

Phone 313-224-3710  
Fax 313-224-1750  
[www.detroitmi.gov](http://www.detroitmi.gov)

June 27, 2019

Honorable City Council

**Subject: Request to Amend the Official Compensation Schedule**

Recommendation is submitted to amend the 2018 – 2020 Official Compensation Schedule to include the following pay adjustment:

Class Code	Classification	Current Salary		Recommended Rate of Pay		Bargaining Unit	Step Code
		Min	Max	Min	Max		
29-20-31	Senior Public Health Educator	\$42,025	\$44,863	\$37,750	\$52,850	7100 SAAA	R
29-20-21	Public Health Educator	\$38,663	\$40,764	\$34,000	\$47,600	7100 SAAA	R

**Request:**

The above recommendation is at the request of Angelique Rodriguez-Edge from the Health Department.

**Rationale:**

The above request and recommendation is based on the ability to attract and retain essential personnel to staff the Ryan White HIV/STI Program of the Health Department.

The SEMHA federal contract is due to end June 30, 2019. It has been determined that it is in the City's best interest that the Ryan White HIV/STI Program be moved in-house. The existing classified title of Senior Public Health Educator has no incumbents and will be reactivated to accommodate the transfer of staff performing this work. This transition is necessary to ensure that the program is more cost effective, operates more efficiently, and adheres to regulatory guidelines.

To determine the appropriate salary range for the classification, a market study was conducted using data from external survey sources. The proposed salary is essential for recruitment and retention purposes and is based on the City of Detroit's ability to fund the increase. The proposed salary recommendation is subject to City Council approval.

Respectfully submitted,

*Denise Starr*

Denise Starr  
Human Resources Director

DS/bvt

Attachments

cc: Budget Department  
Mayor's Office

**BY COUNCIL MEMBER**

---

**RESOLVED**, That the 2018 - 2020 Official Compensation Schedule is hereby amended to reflect the following pay adjustment, effective upon Council's approval.

<b>Class Code</b>	<b>Classification</b>	<b>Current Salary</b>		<b>Recommended Rate of Pay</b>		<b>Bargaining Unit</b>	<b>Step Code</b>
		<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>		
29-20-31	Senior Public Health Educator	\$42,025	\$44,863	\$37,750	\$52,850	7100 SAAA	R
29-20-21	Public Health Educator	\$38,663	\$40,764	\$34,000	\$47,600	7100 SAAA	R

**RESOLVED**, That the Finance Director is hereby authorized to honor payrolls and vouchers in accordance with this resolution, the above communication and standard City of Detroit practices.

City of Detroit  
 Classification Compensation Division  
 Classification/Compensation Notification Form

Requesting Department: Health

Division: HIV/STI Programs

Requester Name: Angelique Rodriguez-Edge, Health Department

Date of Receipt: 5/20/2019

Work Order Number #2019-127

P.L.#: \_\_\_\_\_

Action Taken

Specification Maintained  
 Specification Updated  
 New Specification  
 Other: Salary Adjustment

Position Maintained  
 Position Reallocated  
 Positions Allocated  
 Position Deletion

**Explanation:** This is to advise you that the Human Resources Department concurred in the following recommendations:

The 2018 – 2020 Official Compensation Schedule be amended to include the following pay adjustment:

Class Code	Classification	Current Salary		Recommended Rate of Pay		Bargaining Unit	Step Code
		Min	Max	Min	Max		
29-20-31	Senior Public Health Educator	\$42,025	\$44,863	\$37,750	\$52,850	7100 SAAA	R
29-20-21	Public Health Educator	\$38,663	\$40,764	\$34,000	\$47,600	7100 SAAA	R

**SUBJECT TO CITY COUNCIL APPROVAL**

Classification/Compensation Analyst:	<u>Brenda VanTull</u>	Date: <u>6/28/19</u>
Chief Classification/Compensation Officer:	<u>Nicole Smith</u>	Date: <u>6/28/2019</u>
Human Resources Director:	<u>Denise Starr</u>	Date: <u>6/28/19</u>

CC: Labor Relations  
 Payroll Audit  
 Budget  
 Ulti Updates  
 SAAA